**JACKSON COUNTY MASS TRANSIT DISTRICT**

**Minutes of August 16, 2018 Board Meeting**

Present Staff Present Other

Bentley Bender Casey Gunderson Rodney Worak -RIDES

Richard Whitney Jimmy Leadingham

Frank Byrd Hannah Jones

Susan Metcalf Arthur Chappell

Jim Lebeau

**Approval of June Minutes**

The motion to approve the August minutes was made by Susan Metcalf with the exception on the second page six lines down it be changed to Susan asked instead of Susan mentioned. The motion was seconded by Jim Lebeau. The motion carried.

**Communications**

1. Public Comments

Arthur Chappell JCMTD driver came to express some ideas for bettering operations such as extending hours, extending service areas on Saturday and reinstating part-time employees.

Arthur also expressed the lack of press JCMTD has.

**Managing Director’s Report**

Bill Jung was unable to attend but expressed his gratitude towards JCMTD staff and their devotion on the job.

Jimmy Leadingham delivered the Managing Director’s Report

Casey touched on the unexpected delays on both the 5311 and DOAP GATA funding contracts.

The final set of information in response to FTA review will be submitted. After approval of the fiscal manual and 5307 items, we shouldn’t have any problems.

**Approval of August Financials / Operations Reporting**

Hannah Jones delivered the Operations Report

July 2017 and July 2018 both had 21 working days

Invoice revenue was down $1506. However, fares collected up to $1489

Hannah mentioned that new MCOs procedures are the cause of invoice revenue being down. Casey and Hannah are working on new ways to ensure all MCO revenue is collected.

Hannah mentioned that Operating Expenses are up due to the A/C issues and a few tire and brake issues this month.

Trips per vehicle hour were 3.1; efficiency is between 3-5

Casey Gunderson delivered the Financials Report.

* New format presentation of the profit and loss statement.
* Pointed out that local income included a check of 15K from Carbondale Township.
* Pointed out the amount of the DOAP and 5311 grant income is recognized for July.
* Mentioned we received the 4th quarter of 73K drawdown for the 5307 grants.
* Discussed the cash flow status was stable and there shouldn’t be any drawdown required by the LOC.

**Old Business**

1. FTA Final Report

Final reporting will be submitted to FTA. FTA has 45 days to review

1. Stand Still Agreement

Gene expressed to Bentley suggests alternate counsel be sought out.

Save topic for Executive Session

**New Business**

1. Fiscal Procedure Handbook

Rich points out some grammatical errors such as page 12; the 2nd sentence has an extra comma

Rich also pointed out that on page 13 2nd paragraph the paragraph starts in the middle of a sentence.

The motion was made to approve Fiscal procedure subject to revision of errors to be gone over with two board members, Bentley and Rich, seconded by Susan. The motion was carried.

1. Resolution – 5311

Rich moved to approve resolution Bentley seconded. Motion carries

1. Resolution DOAP

Rich moves to approve resolution Jim seconded. Motion carries

1. 5307 Safety and Security

5307 requires that recipients spend at least 1% of the funds for the annual program for safety and security.

Jim moved to spend the required 25,000 dollars on camera systems on the buses. Bentley seconds and motion was carried.

1. Ethics Policy

Susan moved to approve Ethics Policy subject to revision of wording (Ordinance Policy), Jim seconds. The motion was carried.

Bentley Bender appoints Operation Manager Jimmy Leadingham as Ethics Advisor

**Executive Session**

Jim moves to end and enter Executive Session at 19:16, Susan seconds, the motion is carried.

Bentley moves to end Executive Session at 19:41, Jim seconds, the motion is carried

Bentley moves to have Rich talk to other attorneys, Jim seconds, motion carries

Bentley moves to authorize Jimmy Leadingham to sign Stand Still Agreement per Gene’s recommendation. Rich seconds, motion carries

**Adjourn**

Bentley moves to adjourn the meeting at 19:44 Jim seconds, motion carries